

McCabe Volunteer/Room Parent Program 2009-2010

Dear Parents:

It's the time of year for volunteers! Anna M. McCabe Elementary School and the PTO need parents to help enrich and support the students of our school. Volunteers are the heart and soul of the PTO and it is your time and hard work that makes this program a benefit to all. Through the McCabe Volunteer Program, parents and community members have come into our school to share their knowledge, serve as role models and enhance the educational experience of our children. This program is managed by the Anna M. McCabe Elementary School PTO but monitored by your child's teacher and Dr. Jill A. Barnhardt, Principal. **Any questions regarding being a Room Parent in your child's room, or a McCabe Volunteer should be directed to Dr. Jill A. Barnhardt or your child's teacher.**

The McCabe Volunteers Program requires the help of both Volunteers and Room Parents. A Volunteer works throughout the entire school and for any staff member. Tasks performed by a Volunteer may include tutoring students, assisting the art teacher, working in the library or reading room, and preparing classroom materials. A Room Parent works only in their child's classroom, assisting the teacher with materials preparation, parties, field trips and other special projects/ events. You may choose to be either a Volunteer or Room Parent, or both!

Volunteers and Room Parents are important to the success of our students. Your hard work and time is truly appreciated by the students, staff and the PTO. We are a community that works together for a common goal and that goal is to enrich the lives of our students. We need your help to accomplish this goal. Please join us in this important opportunity.

Please complete and return the Volunteer/ Room Parent Application form (attached), which indicates how and where you would like to volunteer at McCabe. Every Volunteer/ Room Parent is also required to read the McCabe Volunteers Handbook and return the Confidentiality Agreement signed and dated, stating that you understand our policies and procedures concerning this program and that you will comply with them. You will receive this handbook once you sign up as a volunteer. All Volunteer/ Room Parents whether new to the school or not are required to attend one short training class (dates and times will be announced soon). Once the PTO receives the completed Volunteer/Room Parent Application form and Confidentiality Agreement from you and records that you have participated in the training class, we can inform faculty and staff members of your inclusion in our Volunteers/Room Parent Program. You will be contacted directly when help is needed by a faculty or staff member. Everyone must return the Volunteer/Room Parent Application form and Confidentiality Agreement as soon as possible.

Any questions, please contact Michaela A. Costa, President at 949-2244 or mc1788@yahoo.com

Sincerely,

The Anna M. McCabe Elementary School PTO

McCabe Volunteers Program
Anna M. McCabe Elementary School
Volunteer/Room Parent Application

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: Home: ____ - ____ - ____ Work: ____ - ____ - ____ Cell: ____ - ____ - ____

ROOM PARENT

Please complete below if you would like to help in your child's class as a Room Parent.

Child's name: _____ **Grade** _____ **Teacher** _____

Child's name: _____ **Grade** _____ **Teacher** _____

Child's name: _____ **Grade** _____ **Teacher** _____

I would be willing to coordinate Room Parents for my child's class.

McCABE VOLUNTEER

Please complete below if you are willing to help throughout the school or at any grade level.

Grade Level Preference (Please check all that apply)

Pre-K _____ K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Availability (please indicate times available for all days that apply)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Areas of Interest (please check all that apply)

- | | |
|---|--|
| _____ Tutoring math (math facts) | _____ Tutoring reading (sight words) |
| _____ Art room assistant | _____ Hands-on projects (sewing, monthly journals) |
| _____ Preparation of math materials | _____ Story reading/telling |
| _____ Book binding projects | _____ Assisting school nurse (Walking club) |
| _____ Taping student's oral reading | _____ Library assistance |
| _____ Classroom prep (at home or in school) | _____ Computer assistance (helping students) |
| _____ Reading room assistance | _____ Applying Reading Levels to Class Libraries |
| _____ Sharing a hobby/trade (topic: _____) | |
| _____ Other: _____ | |

————— For Office Use Only —————

Application Received: _____

Date Trained: _____

Confidentiality Agreement Received: _____